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Communications and Information

**PETERSON AIR FORCE BASE INFORMATION
SYSTEMS CONFIGURATION CONTROL
BOARD CHARTER**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction prescribes responsibilities, procedures, and guidance concerning the 21st Communications Squadron Configuration Control Board (CCB). Refer questions on the content of this instruction to the 21CS/SCX at 175 E. Stewart Ave, Peterson AFB, CO 80914.

1. Purpose: This instruction defines the 21 CS Configuration Control Board (CCB) functions and processes. It provides the management procedures for the functional and physical integration of communications and computer systems on Peterson AFB.

2. Scope: This instruction is applicable to all new and modified installations, both permanent and temporary, within Peterson AFB. All projects that impact the communications infrastructure functional, product, and facility baselines must obtain CCB approval prior to installation. New releases, or applications, of software will be reviewed by the CCB to ensure that the change is consistent with operations, test procedures are adequate, and documentation is sufficient for operations and maintenance support.

3. Applicability: Projects subject to CCB review and approval include: hardware and software resulting from new acquisitions/programs, system upgrades or replacements, system decommissioning, and system modifications that affect technical interfaces to physical resources in terms of operability and supportability. The CCB controls all physical resource processes by identifying, coordinating, reviewing, and approving Cabling, Logistics, Operations and Maintenance (O&M) support, connectivity, and installation schedules for all of Peterson AFB.

4. CCB Responsibilities: The CCB provides a forum for coordinating, evaluating, and approving work associated with projects directly impacting the Peterson AFB communications infrastructure. Specific CCB responsibilities include:

- 4.1. Ensuring the mission effectiveness of the proposed system/modification.

- 4.2. Approving all changes to the baseline.
- 4.3. Prioritizing all changes.
- 4.4. Ensuring logistic support, physical security, and circuit action requirements for all changes are identified.
- 4.5. Ensuring documentation is sufficient to implement a change and maintain the integrity of the infrastructure baseline and those implemented changes are appropriately reflected in the base Blueprint.
- 4.6. Ensure that proposed changes to the Peterson AFB communications infrastructure are in compliance with HQ AFSPC Enterprise Network Policy and Architecture.
- 4.7. Elicit support from Chief Information Officer (CIO) at HQ USSPACECOM/NORAD and HQ AFSPC.

5. Membership: CCB members include the following: SPTG/CC(Primary Chairperson), 21 CS/CC (Alternate Chairperson), AFSPC CSS Representative, HQ USSPACECOM/J6 Representative, Commander, Information Systems Flight (21 CS/SCB), Commander, Mission Systems Flight (21 CS/SCM), 21 OG Representative, 21 LG Representative, 21 CES/CC, AD HOC Member (Advisor), Peterson Systems Telecommunications Engineering Manager (STEM), and Secretariat (21 CS/SCX).

6. Member Responsibilities: The responsibilities of the CCB members are as follows:

6.1. The CCB Chairperson will:

- 6.1.1. Conduct CCB meetings
- 6.1.2. Ensure all appropriate members have an opportunity to review proposed changes in their areas of responsibility.
- 6.1.3. Request user attendance at CCB meetings to ensure adequate sponsorship and/or technical review of each proposed change.
- 6.1.4. Approve all changes to the communications infrastructure baseline configuration.

6.2. The alternate CCB Chairperson will:

- 6.2.1. Act as Chairperson in the absence of the 21 SPTG/CC.
- 6.2.2. Approve administrative changes to CCB approved actions without convening the CCB.

6.3. The Commander, Information Systems Flight (21 CS/SCB)

- 6.3.1. Review proposed changes to 21Net hardware and software to assess the impact on mission and resource requirements.
- 6.3.2. Monitor the status of the implementation of CCB approved changes.

6.4. The Commander, Mission Systems Flight (21 CS/SCM)

- 6.4.1. Ensure that proposed non-network changes conform to appropriate system operational standards and specifications.
- 6.4.2. Assess the feasibility of proposed resources.

6.4.3. Monitor the status of the implementation of CCB approved changes.

6.5. The AD HOC Member (Advisor) will:

6.5.1. When necessary, provide technical and functional advice to the CCB concerning proposed changes and sponsor changes necessary to fulfill their missions.

6.6. The STEM-B will:

6.6.1. Review proposed changes to ensure compatibility with current and planned architectures.

6.6.2. Provide technical advice to the CCB.

6.7. The Secretariat will:

6.7.1. Coordinate System Change Requests with CCB members and provide consolidated comments to Project Managers.

6.7.2. Assign a control number to a proposed change.

6.7.3. Schedule CCB meetings and arrange for attendance by appropriate members.

6.7.4. Serve as secretary at all meetings.

6.7.5. Publish CCB agendas and CCB meeting minutes.

6.7.6. Perform the administrative tasks required for the timely processing, review, and implementation of proposed changes.

6.8. All other members will: Represent the interests of their respective community (i.e., AFSPC, USSPACECOM, 21 SW, etc.).

7. Meetings: The CCB will convene monthly on a regularly published schedule as directed by the Chairperson. Agenda items presented to the board for approval will be accompanied by a complete description of the change including its mission objectives. A user requesting an out-of-cycle CCB meeting must forward the request, with appropriate justification, to the CCB Secretariat who will present it to the CCB Chairperson. If convinced that an out-of-cycle meeting is justified, the Chairperson will instruct the Secretariat to convene a board meeting. Minutes of out-of-cycle board meetings will be included in the minutes of the next formal CCB meeting.

8. Change Priorities: Changes will be classified and processed according to one of the following three priorities:

8.1. Routine changes have little or no effect on the day-to-day operations/mission. These changes are implementing a new requirement or correcting a deficiency that has no immediate negative impact on mission-critical operations.

8.2. Urgent changes are those required to correct problems that impact mission-critical functions but have workaround procedures and/or other factors that mitigate their impact.

8.3. Emergency changes correct problems that severely impact or deny a mission-critical function's ability to perform their mission.

8.4. The user requesting the change will provide a recommended priority subject to the concurrence of the CCB. All changes must be coordinated with the CCB Secretariat to determine if an out-of-cycle CCB needs to be convened.

9. Priority Implementation: Changes will be implemented accordingly to the following guidelines:

9.1. Routine changes will be processed according to the published CCB schedule and this charter. Typically, these will be processed by the CCB within 30 days of receipt.

9.2. Urgent changes may be processed by an out-of-cycle CCB. These will be processed within 48 hours of receipt or granted a waiver by the CCB Chairperson or the designated alternate. A waiver provides approval to proceed, but the change must be reviewed at the next scheduled CCB.

9.3. Emergency changes will be made immediately--the formal approval and documentation will be completed after the change has been implemented. The user will notify the CCB Secretariat of the need for an emergency change as soon as possible who will in turn brief the CCB Chairperson or the designated alternate. Implementation can proceed on concurrence from either the Chairperson or designated alternate. Unless an out-of-cycle meeting is required, the change will be reviewed at the next scheduled CCB.

10. Process Review:

10.1. The physical integration control process applies to all changes affecting the communications infrastructure, including all hardware and software resulting from new acquisitions/programs, system upgrades or replacements, system decommissioning, and system modifications. The steps described are typical for a routine change. The process flow is depicted in **Figure 1**.

10.2. The user must submit a **21 SW Form 1, Systems Change Request**, to the CCB to obtain approval before initiating a change. This document will be completed in cooperation between the user and 21CS personnel.

10.3. The System Change Request will be used to document a Configuration Change. The change form will include the following items:

10.3.1. Security Impact of the Change to the System. Describe the impact this change will have on the security of the network and/or remote defensive systems.

10.3.2. Estimated Cost. The total estimated cost (i.e., in dollars or work hours) of the change request to include any hardware, software, recertification/reaccreditation training, updating of documentation, and logistics. The user will also identify a source of funding.

10.3.3. Implementation Schedule. Identify when the change will be installed and implemented on the system and by whom.

10.3.4. Testing Date and Signature. Provide a testing approach, schedule for testing, and identify the test OPR.

10.3.5. Documentation. Drawings or any other data to describe the hardware, software, and facility requirements for the change.

10.3.6. Support Plan. Include a description of the number of operators and maintenance personnel required and the support and sparing approach.

10.3.7. Duration of Installation. If the project is a temporary installation, a statement to that effect must be provided along with the duration of the installation.

10.4. The user will forward the System Change Request Form and supporting documentation to the CCB Secretariat for distribution and coordination. The typical process for the System Change Request is as follows:

10.4.1. Prior to distribution, the CCB Secretariat assigns a Change Control number.

10.4.2. The change gets distributed to appropriate agencies for review/comments. Comments are to be provided to the CCB Secretariat within ten working days of the date of distribution.

10.4.3. The CCB Secretariat consolidates the comments and provides them to the user.

10.4.4. The user reviews comments and resolves any issues directly with the source of the comment.

10.4.5. The user will provide updated documentation and/or a notice that all responses have been satisfactorily resolved to the CCB Secretariat.

10.4.6. The System Change Request is now ready for CCB action.

10.5. CCB provides initial approval via coordination and signing of the System Change Request. If the CCB defers approval of the System Change Request with comments, the user can resolve the comments and submit the revised System Change Request at the next regularly scheduled CCB meeting.

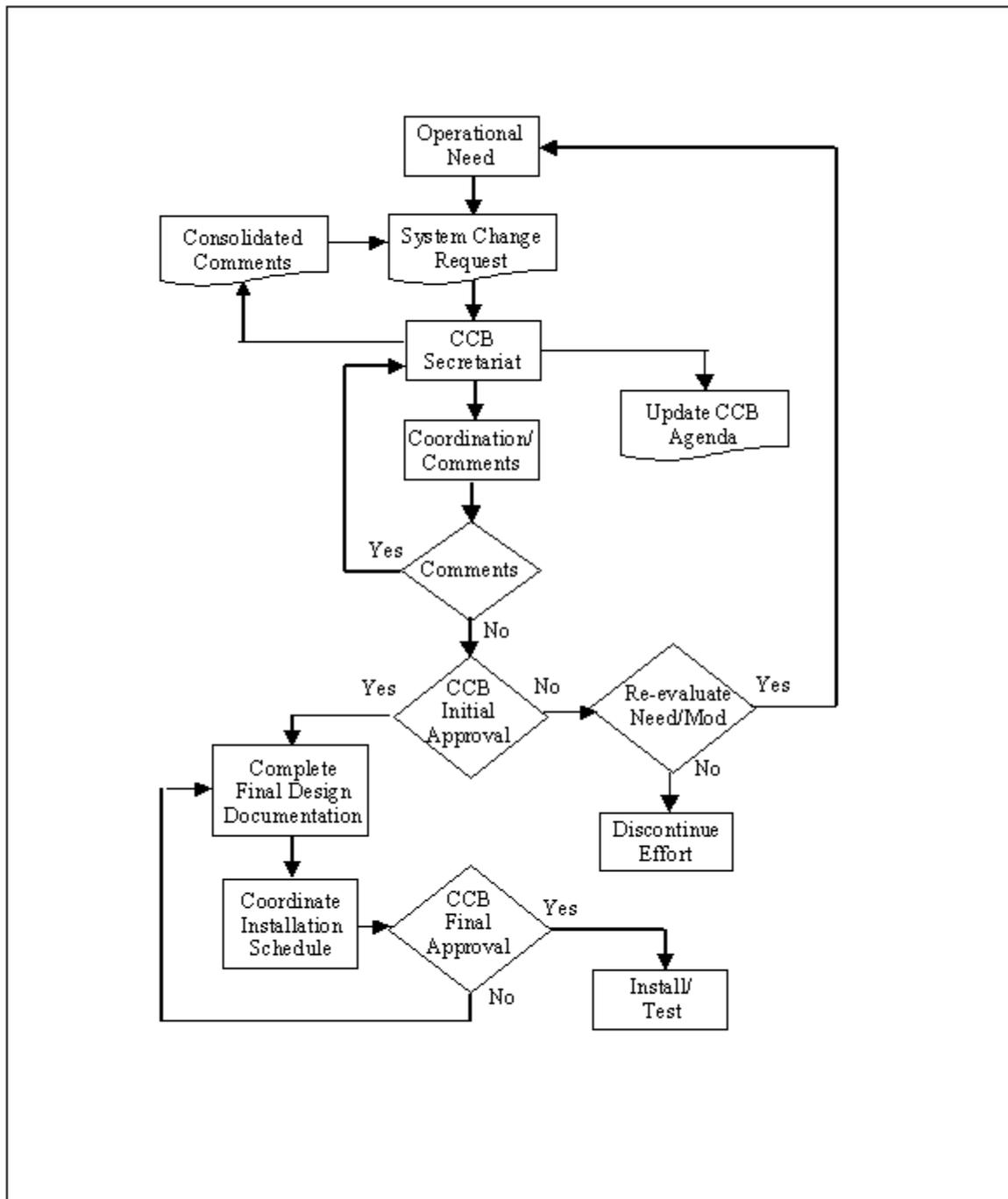
10.6. Having obtained initial approval, the user can complete the final design documentation and obtain an installation schedule from the appropriate workcenter.

10.7. The CCB reviews and approves the final design prior to installation. This responsibility may be delegated to a lower level. If the final design is not approved, the user must correct the documentation and re-submit for approval.

10.8. Final approval will be documented via memo to the user and in the CCB minutes.

10.9. Following final approval, the user can procure the equipment and proceed with installation and test.

Figure 1. Change Control Process.



11. Documentation Requirements:

11.1. All changes to the infrastructure baseline will be documented. The following may be used for determining change documentation requirements:

11.1.1. Extent of facility modification, including organic construction work, HVAC, and electrical power modifications.

11.1.2. Extent of communications-computer support, including equipment, circuits software changes, interfaces, and cable requirements.

11.1.3. Extent of logistic support, specifically contracting, supply, maintenance, training, and simulation requirements.

11.1.4. Impact on other planned infrastructure programs or projects.

11.1.5. Impact on existing communications-computer systems (C4) architecture including hardware, software, or firmware.

11.1.6. Impact on manpower.

11.1.7. Impact on the physical security of network.

11.1.8. The CCB Secretariat will ensure all required documentation is available and ensure updates to the Base Blueprint are accomplished.

12. Forms Prescribed. 21 SW Form 1, Systems Change Request.

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Commander